(c) The grantees shall abide by the conditions laid down under rule 43 H of the amended rules under the Mysore land Revenue Code.

Civil, Criminal and Revenue Cases pending in the Courts of Chikodi Taluk.

Q.—9. Sri B. G. KHOT (Sadalga).—

Will the Government be pleased to state:—

the number of cases disposed and pending in civil, criminal and revenue courts in Chikodi taluk, Belgaum District, for the last one year, *i.e.*, 1958-59 ?

A.—Sri B. D. JATTI (Chief Minister).—

(A) COURT OF THE CIVIL JUDGE, JUNIOR DIVISION, CHIKODI.

Classes of Cases	*Disposed of*	*Pending on 30th June* 1959
Original Suits ...	325	595
Small Cause Suits ...	115	33
Miscellaneous Cases ...	53	141
Execution Cases ...	365	919

(B) COURT OF THE JUDICIAL MAGISTRATE, FIRST CLASS, CHIKODI.

Classes of Cases	*Disposed of*	*Pending on 1st April* 1959
Criminal Cases ...	1142	764
Criminal Miscellaneous Cases	1	7

(C) REVENUE COURTS, CHIKODI TALUK.

Classes of Cases	*Disposed of*	*Pending on 30th June* 1959
Tenancy Cases ...	695	102
Chapter Cases ...	137	17
Assistance Suits ...	42	2

Industrial Estates in Chikodi Taluk.

Q.—11. B. G. KHOT (Sadalga).—

Will the Government be pleased to state: —

(a) whether they propose to start industrial estates in Chikodi taluk, Belgaum district;

(b) if so, the types of estates, their location, costs and outlay, etc. ?

A.—Smt. LEELAVATHI MAGADI VENKATESH (Deputy Minister for Rural Industries).—

(a) No.

(b) Does not arise.

Records to be maintained by the Village Panchayats.

Q.—12. Sri B. G. KHOT (Sadalga).—

Will the Government be pleased to state:—

the necessary records required to be maintained by the Village Panchayats in the State ?

Sri T. SUBRAMANYA (Minister for law, Labour and Local Self-Government).—

STATEMENT

OLD MYSORE

SECTION A.—LIST OF PAPERS TO BE PRESERVED PERMANENTLY.

Registers to be maintained in Village Panchayet Office.

1 Register of proceedings of meetings.
2 Day Book.
3 "From" and "To" Registers.
4 Assessment Registers.
5 Register of Deposits.
6 Savings Bank Account Books.
7 Register of works executed with estimates, plans, measurement books, completion bills and reports.
8 Acquittance Registers-Barawards and Schedules of establishment.
9 Register of properties—movable and immovable of Village Panchayats.
10 Register of licenses issued and copies of licenses.
11 Register of remissions sanctioned
12 Register of refunds sanctioned.
13 Sanctioned Budget Estimates.

SECTION B.—LIST OF PAPERS TO BE PRESERVED FOR SPECIFIC PERIODS.

1	Correspondence relating to civil suits by or against Village Panchayats.	Thirty years.
2	Service Registers	Till death or retirement of the incumbents concerned.
3	Papers connected with the grant of leave to officials, or their appointment, promotion punishment or dismissal.	Thirty years of till the official dies or his pension claims are settled after retirement.
4	Ledger or Khate	Twenty years
5	Khirdi	do
6	Correspondence relating to the grant of licenses for building houses, etc.	Twelve years
7	Papers connected with the improvement of sanitation of Village Panchayats.	do
8	Book of receipt and issue of stationery articles and forms.	Five years
9	Receipt books and counterfoils of receipt and expenditure.	do
10	Papers connected with cattle-pound receipt and expenditure.	do
11	Papers connected with remuneration to Village Officers and contingent charges.	do
12	Sale records of amarayi	do
13	Papers connected with the sale of dead trees, manure, etc., belonging to Village Panchayats.	do
14	Papers regarding collection of taxes by coercive measures.	do
15	Correspondence relating to misconduct of village panchayat chairman and members.	do

16	Papers relating to inspection of panchayats by higher officers.	Five years
17	Ledger of villages with or without drinking water wells.	do
18	Deeds, agreements and security bonds taken from contractors and others.	Till the conditions are fulfilled.
19	Correspondence relating to loans and advances raised by village panchayats	Five years after the loans is repaid.
20	Sale records of cattle impound ...	Two years after the claims are settled.
21	Office copies of estimates	One year after the completion of the work.
22	Copies of proceedings	Two years
23	Copies of Day Book	do
24	Payee's Receipt Book	do
25	Permanent Advance Certificates	do
26	Quarterly statement of works executed ...	do
27	Quarterly statements of Demand, Collection and Balance.	do
28	Monthly accounts and returns	do
29	Draft Budgets	do
30	Miscellaneous correspondence of no permanent interest.	do
31	Sale records of unserviceable materials belonging to village prnchayats.	do
32	Circular orders, reports, yadis, etc., of no permanent interest and routine correspondence.	do
33	Lists of articles belonging to village panchayats sold by public auction.	do
34	Miscellaneous correspondence of no important interest from superior authorities to subordinate officers.	do
35	Objection petitions to assessment lists ...	do
36	Miscellaneous petitions disposed of at the time of jamabandi.	do
37	Quarterly statement of refunds sanctioned ...	do
38	Monthly remission statement submitted to the Taluk Office.	do

MADRAS KARNATAK.

List of Forms.

V. P. Form No.	*Description of Forms*
1	Special Notice of house tax, new assessment or amendment.
2	House-tax-Register of appeals.
3	House-tax demand register.
4	Arrear demand register.
5	Memorandum showing progress of collection of bills.
6	House-tax bills (House tax).
7	Register of bills issued.
8	Notice to occupier.
9	Bill Collector's collection register.
10	Warrant fee bill.
11	Register of warrants.

(SRI T. SUBRAMANYA)

V. P. Form No.	*Description of forms*	
12	Notice of seizure of goods and inventory of articles seized.	
13	Register of distrained property	
14	Register of vacancy remissions	
15	House tax assessment list.	
16	Register of House-tax revision petitions.	
17	Profession tax demand register. (Profession Tax.)	
18	Profession tax bills.	
19	List of persons liable to profession tax.	
20	Requisition for list of employees.	
21	Return of income for assessment to profession tax.	
22	Requisition for list of employees (Supplemental).	
23	Notice for payment of encroachment. Licence fees. ——— Lease amounts.	
24	Licence for temporary erections, etc., licence issued under section 79 of the Madras Village Panchayats Act, 1950.	
25	Application for licence for temporary erections, etc., under section 79 ——— lease of the Madras Village Panchayats Act, 1950.	
26	Register of encroachments fees.	
27	Yearly list of places used for industries for which licences are required.	
28	Register of licences and permissions.	
29	List of persons who have not taken out licences.	
30	Licence for industries and factories.	
31	Notice of prosecutions for failure to take out or renew a licence (in triplicate).	
32	Demand Register of Private Scavenging Fees (monthly)	Receipts for service rendered.
33	Demand Register of Private Scavenging Fees (quarterly)	
34	Private Scavenging Fee Bill, Fee Receipt and Notice of Demand.	
35	Miscellaneous receipt.	
36	Miscellaneous demand register.	
37	Miscellaneous Bill Book.	
38	Account of fees departmentally managed.	
39	Regiter of fruit bearing avenue trees.	
40	Register of Miscellaneous sales.	
41	Register of investments.	

ACCOUNTS REGISTERS.

1	Chitta.
2	Register of Bills.
3	Register of Endowments.
4	Cash Book.
5	Register of Avenue Produce.
6	Miscellaneous Demand Register.
7	Miscellaneous Sales Register.
8	Contingent Register.
9	Classified abstract of Panchayat Receipts and Charges.
10	Establishment Audit Register and Wages Audit Register.
11	Deposit Register.

BOMBAY KARNATAK AREA.

A—To be Retained Permanently

Sl. No.	*Description of documents.*
1	Manuals, standing orders, A.B. lists, Circulars, etc., received by a Village Panchayat.
2	Government Resolutions, Notifications, Memorandums, etc., communicated to a Village Panchayat.
3	Rules, regulations, bye-laws framed by Government, a District Local Board or a Village Panchayat
4	Inward and Outward Register.
5	Sanada issued on the name of a Village Panchayat.
6	Register of Immovable Property.
7	Register of Transfer of Houses.
8	Maps.
9	Proceedings Book of a Village Panchayat and a School Committee including Proceedings by a Circular.
10	Register of Proceedings of a Nyaya Panchayat.
11	Law suits or prosecution by or against a Village Panchayat.
12	Annual accounts of Income and Expenditure
13	General Cash Book.
14	Investment Register.
15	Security Deposit Register.
16	Provident Fund Register.

B—Not to be Destroyed until 30 Years after Conclusion of Audit

Sl. No.	*Description of documents.*
	General.
1	Lease or alienation of land belonging to a Village Panchayat.
2	Book of Visitors' remarks.
3	Intervention by the District Local Board, or the Collector or the Commissioner.
	Accounts.
4	Loan accounts.
5	Audit Notes and Replies.
6	(A) Budget—Original.
6	(B) Budget—Supplementary or revised.
7	Statement of re-appropriations and allotments.
8	Classified Register of Receipts/Payments.
9	Register of suits, cases instituted in a Nyaya Panchayat.
10	Register of Dead Stock or Movable Property.
11	Pay bills of Panchayat's establishment with absentee statements and acquittances.
12	Administration Reports of Village Panchayats.
13	Register of Library Books.

B(a)—Not to be Destroyed until 10 Years after Conclusion of Audit.

1	All registers and books and books relating to cattle-pounds.
2	Assessment list of buildings and lands liable to taxation.
3	Demand Register of assessed taxes.
4	Register of Miscellaneous demands.
5	Collection Register of Octroi.

(SRI T. SUBRAMANYA)

Sl. No.	Description of documents
6	Consolidated kind of collections.
7	Scale Register.
8	Petty Cash Book

C—NOT TO BE DESTROYED UNTIL 5 YEARS AFTER CONCLUSION OF AUDIT.

Works, Road, Buildings, etc., Original or Special Repairs cases.

1	Work files including tenders and contracts and completion certificates.
2	Muster Roll of men employed on a work.
3	Estimate of a work.
4	Measurement Books.

Accounts.

4	General Receipts.
5	Travelling allowance and other such bills for allowance to staff.
6	Register of Advances Deposits.
7	Register of Repayment.
8	Refund Bills.
9	Writing of irrecoverable taxes levied by a Village Panchayat.
10	Register of popular contribution and donation.

General.

11	V. P. Form No. 9, *i.e.*, counterfoils of receipts of house tax.
21	Receipted chalans for items paid to District Local Board or Government.
13	Contingent Bills.
14	Disqualification, resignation of members.
15	Sales of village panchayat moveable property, dead-stock, roadside trees. materials, etc. (if not part of works case).
16	Encroachments on village panchayat's lands.
17	Receptions, addresses and celebrations.
18	Sanction to expenditure outside village panchayat area.

Establishment.

19	Supply of peons' clothing, uniforms, badges, etc.	
20	Indents for standard forms or stationery.	
21	Account of V.P. forms indented.	
22	Security bonds of V. P. Secretaries	These should be kept for years after the Secretary ceases to be in employ of the Panchayat.
23	Service Books of V. P. Secretaries	

C(*a*)—NOT TO BE DESTROYED UNTIL 3 YEARS AFTER CONCLUSION OF AUDIT

Accounts.

1	Octroi Receipts.

Works, Road, Buildings, etc., Original or Special Repairs case.

2	Material Bill.

General.

3	Stock account of Receipt/Materials Books.
4	Records pertaining to the account of oil, kerosene, other requisites, etc., for lighting.
5	Voucher File.

Sl. No.	Description of documents.
	D—NOT TO BE DESTROYED UNTIL ONE YEAR AFTER CONCLUSION OF AUDIT.
	Accounts.
1	Counterfoils of used cheque books.
2	Pass Book (when full).
3	Counterfoils of receipt books of Bazar and Market fees, pilgrim tax, etc.
	Establishment.
4	Register of attendance of employees.
5	Stamp account.
6	Notice of meetings with Agenda.
7	Tapal or Peon's Delivery or Despatch book.
8	Summons to Defendants or Accused.
9	Summons to Witnesses.
	HYDERABAD KARNATAKA.
1	Register for Estimate for Public Work
2	Register for Works executed by the Panchayat.
3	Register for issuing Licenses.
4	Diary Book.
5	Receipt Book.
6	Classified Register of Receipts.
7	Classified Register of Expenditure.
8	Permanent Advance Register.
9	Register of Deposits received by the Panchayat.
10	Assessment Register.
11	Ledger.
12	Register of process issued or sent for service.
13	Inspection Book.
14	Cattle Pound Register.
	COORG AREA.
1	Demand, Collection and Balance Register of Taxes.
2	Rozinama (daily cash register).
3	Minute Book (for recording the proceedings of the meeting).
4	Acquittance Roll.
5	Receipt and Despatch Register.
6	Inspection Note Book.
7	Receipt Books.
8	Register of loans, grants and contributions received from Government.

Minor Irrigation Works in Chikodi Taluk.

Q.—8. Sri B. G. KHOT (Sadalga).—

Will the Government be pleased to state :—

the details of minor irrigation works started and their progress in Chikodi taluk, Belgaum district, for the last 3 years ?

A.—Sri H. M. CHANNABASAPPA (Minister for Public Works and Electricity).—

Vide Statement below.